

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-053
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-039
<b>Application:</b> Executive Branch Agencies and Employees, Human Resource Officers, Training Officers	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104	<b>Rule:</b> Chapter 1120-08

**Subject:**

## Copyrights of Training Materials

It is the policy of the Department of Human Resources Strategic Learning Solutions (SLS) Division that copyrighted materials shall not be reproduced or distributed in any manner for any purpose, including SLS course materials and all internally developed curricula. All copyrighted materials are considered to be the intellectual property of SLS.

Agencies seeking to use any material developed by the Department should contact SLS to discuss options, including certifying agency trainers. Agencies seeking to obtain and utilize course videos for training should contact SLS regarding the purchase of those videos. SLS has a limited number of videos that can be loaned to agencies for the sole purpose of conducting training classes.

Questions regarding this policy may be directed to the Strategic Learning Solutions Division.